



May 2008

SCHOOL FINANCE UPDATE

A Monthly Newsletter Published by the School Finance Division

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward this newsletter to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

Important June 1 Deadlines

Districts may submit applications for an increase in ANB for FY2008-09 through June 1.

Districts may be eligible for an increase if anticipated enrollments for FY2008-09 exceed average current year enrollment counts by more than 6%. OPI must review actual enrollment as of October 1, 2008 to verify approved increases actually materialized.

Also, as provided in MCA 20-6-502, the application deadline for reopening a school is June 1.

For more information, contact Nica Carte ncarte@mt.gov or (406) 444-4401

Information Available on the School Finance Web Page

School districts are encouraged to review the following information about reporting and tracking revenues and expenditures related to additional funding provided in the 2005 and 2007 Special Sessions:

Guidance for Tracking FY07 Funding Components, located at <http://www.opi.mt.gov/PUB/pdf/SchoolFinance/Acct/RPTFY07Components.pdf>, includes information about the Quality Educator, At Risk Student, Indian Education for All and American Indian Achievement Gap payments in the general fund and one-time-only (OTO) money paid in FY07.

Guidance for 2007 Legislative Funding, located at <http://www.opi.mt.gov/PUB/pdf/SchoolFinance/Acct/07LegFundingGuidance.pdf>, contains information about full-time kindergarten, Indian Education for All funding and OTO payments for FY08 and FY09.

For more information, contact Denise Ulberg dulberg@mt.gov or (406) 444-1960

FY2008-09 Second Semester Transportation Claims

FY2008-09 2nd semester claims for reimbursement (TR-5 and TR-6) are due to the County Superintendent by May 10th and to OPI by May 24th. The payment will be made to school districts and counties on June 25, 2008.

Payment will be generated only on those routes where all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2008 and entered into the transportation program.

For more information, contact Maxine Mougeot [Maxine Mougeot](mailto:Maxine.Mougeot) or (406) 444-3096

**Pupil
Transportation -
Roll over
contracts and
bus routes to
FY2008-09**

Districts that are interested in planning their transportation budgets for FY2009 can roll over the bus routes and individual contracts to the next year.

To roll over contracts or bus routes to FY2008-09:

- Log into the transportation program.
- Place the cursor over Administration and click on either Rollover Bus Routes or Rollover Individual Contracts.
- Choose the routes or contracts that need to be rolled over to 2009 and click the Rollover button. A message in RED will appear stating that the contracts or routes have been rolled over.

To finish entering the data (students, percentages, kindergarten trips):

- Place the cursor over Data Entry and choose either the TR-1 Bus Routes or TR-4 Individual Contracts.
- Click on the school name and pick the correct year (2009) since the default is always current year in these two modules. Make sure the data is accurate and all information is complete.
- Click on List Bus Routes or the List Individual Contracts button to view the individual contract daily rates and bus route mileage rates.

Districts can use the Transportation Budget Spreadsheet to estimate FY2008-09 on-schedule reimbursements for FY2008-09. The spreadsheet is located on the OPI website at:

<http://www.opi.mt.gov/PUB/pdf/SchoolFinance/budget/08TransBudgetWrkSht.xls>

For more information, contact Maxine Mougeot at mmougeot@mt.gov or (406) 444-3096

**June 2008
MAPT Bus
Driver
Conference**

The Montana Association of Pupil Transportation (MAPT) Bus Driver Conference will be held in Billings at the Holiday Inn Grand Montana on June 18-20. Motel information, registration forms and a preliminary agenda are available on the Pupil Transportation web page at <http://www.opi.mt.gov/pupiltransport/index.html#train>

Due to the high cost of food and fuel, the conference rates have increased; however, the conference is the best training dollar that a district can spend.

Nomination sheets for various awards are also posted on the Transportation web page:

25 Year Service Award: <http://www.opi.mt.gov/PDF/PupilTransport/25YrService.pdf>

MHP Driver of the Year: <http://www.opi.mt.gov/PDF/PupilTransport/MHPDOY.pdf>

MHP Aide of the Year: <http://www.opi.mt.gov/PDF/PupilTransport/MHPAideOTY.pdf>

Special Needs Driver of the Year:

<http://www.opi.mt.gov/PDF/PupilTransport/QStraintDOY.PDF>

Special Needs Aide of the Year:

<http://www.opi.mt.gov/PDF/PupilTransport/QStraintAideOTY.PDF>

For more information, contact Betty Kunkel at 406-454-6776 or contact [Maxine Mougeot](mailto:Maxine.Mougeot@opi.mt.gov), (406) 444-3096

**MASBO
Summer
Conference and
New Clerks
Workshop**

Mark your calendars for the MASBO New Clerks Workshop and Summer Conference. Both events are at the Heritage Inn in Great Falls.

The New Clerk's Workshop will be held June 16 and 17.

The Summer Conference will be held June 18, 19 & 20.

For more information, contact [Lynda Brannon, MASBO Executive Director](mailto:Lynda.Brannon@opi.mt.gov), (406) 442-5599

FY2009 Preliminary General Fund Budget Data Sheets

FY2008-09 Preliminary General Fund Budget Data Sheets and General Fund Budget Spreadsheet are available on the OPI website.

The Preliminary General Fund Budget Data Sheets may be accessed at the following link:
<http://opi.mt.gov/Pub/School%20Finance/PreliminaryBudgetDataSheets/FY2009/>

The General Fund excel spreadsheet may be accessed at the following link:
http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY09_Elem-HS_K12_vF1.xls

Other resources available to you on the OPI website include:
FY2008-09 General Fund Overview and Worksheets located at:
http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY08_09GenFundBudOvrviewWrkshts.pdf
FY2008-09 Budget Limitation Summary is located at:
http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY08_09BudgetSummary.pdf

To help us serve you better, please direct questions regarding this information to the appropriate individual:
Questions or assistance viewing files: Donell Rosenthal (406) 444-3024
Budgeting/Entitlement Questions: Janelle Graybeal (406) 444-3249 and Kathleen Wanner (406) 444-9852
Enrollment Questions: Nica Carte (406) 444-4401
FTE Data for the Quality Educator Payment: Karen Crogan (406) 444-2410
American Indian Enrollment Data: Andy Boehm (406) 444-0375
Title I Allocation Data: BJ Granberry (406) 444-4420
Election Questions: Adam Anfinson (406) 444-4524

For more information, contact Janelle Graybeal jgraybeal@mt.gov or (406) 444-3249

Sign Up for E- Grants Listserve Now!

The E-grants listserve will be used more and more in the future to distribute information about federal grant applications, payment processes, and other E-Grant user information. If you are responsible for entering or approving applications or cash requests, or if you are the E-grants Security Coordinator for your district or cooperative, please sign up now for the listserve to ensure you receive future emails.

Sign up by clicking on "Subscribe to E-Grants Listserve" at:
<http://opi.mt.gov/ITProjects/E-Grants.html>

For more information, contact Kellee English kenglish@mt.gov or (406) 444-7841

Revenue Source Code 3440 Expires July 1, 2008

The Property Tax Reimbursement (revenue source code 3440), is distributed by the Department of Revenue as replacement revenue for the reduction of property tax rates (see 15-1-111 and 15-1-112, MCA). This reimbursement revenue expires effective July 1, 2008.

School districts should no longer estimate it as a revenue source in the budgeted funds beginning with FY2008-09 budgets.

The FY2008-09 general fund excel spreadsheet has been updated to eliminate revenue source code 3440 from the "Non-Levy Rev" worksheet.

For more information, contact Janelle Graybeal jgraybeal@mt.gov or (406) 444-3249

Useful Links

State Entitlement Payments to Schools:
<http://www.opi.mt.gov/PUB/School%20Finance/Payments/>

School Accounting: <http://www.opi.mt.gov/SchoolFinance/Acct2.html>

Forms and Publications: <http://www.opi.mt.gov/SchoolFinance/Forms2.html>

Pupil Transportation: <http://www.opi.mt.gov/PupilTransport/index.html>

Enrollment and ANB: <http://www.opi.mt.gov/SchoolFinance/Enrollment2.html>

Tuition: <http://www.opi.mt.gov/SchoolFinance/Tuition2.html>

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Happy Spring ☺



**From your friends in the
School Finance Division!**